



HONORING THOSE WHO TEACH

VFW launched the National Citizenship Education Teacher Award in 1999 to recognize classroom teachers for promoting citizenship education. Three teachers from each level (grades K-5, 6-8 & 9-12) will be selected as national winners. Each national award teacher winner receives the Past Commander-in-Chief John Smart Award and \$1000.00. Their respective schools also receive a \$1,000.00 award. They receive a paid trip to a VFW national event to receive their award.

Deadlines

November 1 - Deadline for teacher nominations at the Post. Post judging should be completed by November 15th and winners sent to District. District judging should be completed by December 15th and winners forwarded to the Department. Department judging should be completed and winners submitted to VFW National Headquarters by January 10th.

SPECIAL NOTE: Anyone may nominate a teacher except for the teacher himself or herself. While a school official may nominate a teacher, permission from a school or district is not required.

Post chairmen must be sure to send the original nomination form, essay and official Post teacher entry form of the winner from each grade's category level — along with one-page resume, up to five pages of documentation and a good quality head and shoulders photograph from the winning teachers. Previous state and national VFW winners are not eligible.

Judging

Select competent and unbiased judges. A panel of at least three to five judges is recommended. The VFW chairman should be present at the judging to provide assistance but should not be one of the judges. Prior to the judging, the chairman should review all nomination forms to ensure they adhere to the rules. Make sure entry is not a self nomination. The nominator should keep to the 350 word limit and sign the nomination.

Judges should grant points based on three criteria with the potential of 100 points as follows:

1-50 points - An innovative approach to teaching citizenship.

1-25 points - Development of resources to teach citizenship education.

1-25 points - Passion for teaching citizenship education.

NOTE; JUDGING SHEETS AVAILABLE ON LATER PAGES.

Running the Program

Here are some important points to remember when conducting the National Citizenship Education Teacher Award Program.

- Know the program procedures and judging guidelines thoroughly.
- Develop a good working relationship with your Post's Ladies Auxiliary chairman.
- Contact schools early and make a point of explaining the importance of the program to the principal.
- Send a news release to your local media with the names of your winning teachers.
- Recognize your participants — both winners and judges — with official VFW awards (see the official VFW Emblem and Supply Department catalog for ideas).
- Send an accurate and detailed report of your competition along with your winning Post's entries to the District as soon as the competition is finished.

Your report should include the following:

- 1) Ladies Auxiliary participation
- 2) Number of schools
- 3) Total amount of money spent (including banquet costs, gifts and citations).

Winning Entry Checklist

Here's what your Post needs to have to your District by November 15th.

- ☐ Winning Post teacher's entry form, original nomination form and essay by individual making the nomination. (Up to 350 words.)
- ☐ Teacher's one page resume (no more than two sides).
- ☐ Up to five pages (both sides) of documentation such as news articles or supervisors recommendations.
- ☐ Good quality head and shoulders photo of the teacher.

Above requirements are the same for Districts to send to the Department by December 15th.

Teacher Award Judges Score Sheet



Photocopy this form as necessary.

Contestant's Last Name	Innovative Approach to Teaching (1-50 pts)	Development of Resources (1-25 pts)	Compassion to Teaching (1-25 pts)	TOTAL (100 pts Max)

Date _____ Post No. _____ Judge's Signature _____ Grade Level ☐ K-5 ☐ 6-8 ☐ 9-12

National Citizenship Education Teacher Award Guidelines

Know the Program

Post and Ladies Auxiliary Chairmen should become completely familiar with the Teacher Award guidelines. Read the program brochure and these guidelines thoroughly.

Coordinate with Ladies Auxiliary

The Post Chairman should have or develop a good working relationship with the Ladies Auxiliary Chairman. Meet with the Ladies Auxiliary chairman to plan a course of action and clearly determine duties and responsibilities.

Distribution of Brochures

We launch this program in the Spring with a mailing of a program brochure. The brochure contains basic program information designed to interest individuals in nominating a teacher. The brochure mailing is made to elementary, junior high/middle schools and high schools. It is also mailed to VFW Commanders and Ladies Auxiliary Presidents. The nomination brochure is available from VFW Emblem and Supply, (800) 821-2606.

Contact Schools

A personal contact is the best way to develop a good working relationship with the school. Ask the principal to distribute information to all teachers. Contact the local Board of Education and ask for their assistance in conducting this contest.

Contact the Local Media

Visit or call the Program Director/Editor of your local radio/TV stations and newspapers. Invite local media to assist with the judging. Media locations have meeting rooms which are excellent for judging.

Communicate All Deadlines

The teacher nominations are due November 1. The Post judging should not be held until November 2, at the earliest. Post judging should be completed by November 15 deadline. Post winners should be advanced to District level immediately after November 15. Departments should receive nominations from Districts by December 15 and judging should be completed by January 10. It is imperative that each of the Post Teacher winners at the three different grade levels be included in the next level of competition.

Reporting Requirements

It is the responsibility of Chairmen at all levels to keep accurate records of participation. The participation information should be forwarded from the Post to the District and then the Department so that each Department Chairman can prepare a consolidated report and send it to National Headquarters. The appropriate final form for Department reporting is mailed directly to each Department for their Chairman from National Headquarters.

Select Competent Judges

Secure unbiased and respectable people to be your judges. Ask recognized community leaders. Individuals who are personally familiar with the individual contestants entered in the competition should not judge at any level. A panel of three to five is always recommended. VFW Chairman should be at the judging but SHOULD NOT be a judge.

Judging

Chairmen at all levels should never pre-judge the competitors. Judging is the responsibility of the judges. Chairmen should review the entries (if time permits) prior to the judging to make sure the entry is following the basic guidelines. Make sure the entry is not self nominated. Check the word count to make sure it is 350 words or less. Separate your entries into their appropriate grade levels before judging.

Program score sheets will be used at all levels. Each essay should be judged on the basis of: Innovative Approach to Teaching Citizenship (1-50 pts.); Development of Resources to Teach Citizenship Education (1-25 pts.); and Compassion to Teaching Citizenship Education (1-25 pts.). Judges should review the blank score sheets prior to reading the entries.

Judging should take place in a room void of outside distractions. Only the Chairman (no audience) and the judges should be in the room. The judges will declare the winner based on the best score. In case of a tie, immediately hold a run-off. Judges decisions are final.

Department Competition

All first place District winners' original nomination entry, essay, completed official teacher entry Post form, a resume, and up to five pages of documentation (news articles, supervisors recommendations, etc.) and head and shoulder photograph should be in the possession of the VFW Department Chairman or representative prior to the date set for the Department judging. Department Chairmen shall notify their Districts of the exact date of the judging. The Department competition should be scheduled between December 16, and January 10. All Department competitions must be completed by January 15.

Departments should forward the top winning entries to National Headquarters on or before January 15. All entry packets should contain the original nomination form, essay, a completed Post entry form, a resume (not more than two sided), up to five pages of documentation, and a good quality head and shoulder photo of the winner.

Recognition

Winners and judges should receive recognition for their efforts. Suggested awards: Teachers Recognition Citation and Plaque. See your VFW Emblem and Supply catalog for other awards.

Post Teacher Entry Form

(Make a Copy for each category winner.)



Post Winners Section

First Name _____ MI. _____ Last Name _____

Address/PO Box (City, State, Zip) _____

Home Phone () _____

Social Security Number _____ (optional – until declared VFW Department winner)

Grade level ☐ K-5 ☐ 6-8 ☐ 9-12

Name of School _____

School's Phone () _____

School's Address/PO Box (City, State, Zip) _____

Post winner must provide a one page resume (no more than two sides), up to 5 pages of documentation (news articles or supervisors recommendations) and a good quality head and shoulders photo (no low grade computer printouts) to substantiate his/her nomination to the Post Chairman who will forward the packet to District Chairman.

Post/Ladies Auxiliary Chairman Section

I certify that the teacher named above is the duly selected Post winner of the National Citizenship Education Teacher Award Program in his/her grade level category and is our Post's authorized entry into the District finals. **Deadline: On or about November 15, 2013 to District Chairman/designated District representative.**

Signature of Post Commander/Chairman _____ VFW Post No. _____ Phone () _____

Post Address/PO Box (City, State, Zip) _____

Signature of Ladies Auxiliary President/Chairman _____ Auxiliary No. _____ Phone _____

Ladies Aux. Address/PO Box (City, State, Zip) _____

Total number of schools participating _____ Total number of teacher nominations for all categories: _____

Total dollar amount spent by Post/Ladies Auxiliary for awards for all categories and other (citations, gifts, medals, banquet): \$ _____

District/Ladies Auxiliary Chairman Section

I certify that the teacher named above is the duly selected District winner of the National Citizenship Education Teacher Award in his/her grade level category and is our District's entry into the Department finals. **Deadline for all District entries to Department is December 6, 2013.** Must

include the Post winner's original application, essay, resume and up to five pages of documentation and a good quality head and shoulders photo (no low grade computer print outs).

Signature of Dist. Commander/Chairman _____ Dist. No. _____ Phone () _____

Address/PO Box (City, State, Zip) _____

Signature of Auxiliary Dist. President/Chairman _____ Dist. No. _____ Phone () _____

Address/PO Box (City, State, Zip) _____

Total number of schools participating: _____

Total number of teacher nominations for all categories: _____

List all Posts participating in program: _____

Total dollar amount spent by Posts/Auxiliaries for awards for all categories and other (citations, gifts, medals, banquet):

\$ _____

VFW Department Commander/Chairman Section

I certify that the teacher listed above is the duly selected winner of the 2012 – 2013 National Citizenship Education Teacher Award in our Department in his/her grade level and is our official entry into the National judging. January 15, 2014 is the deadline for all Department entries to National Citizenship Education Department. VFW National Headquarters, 406 W 34 St, Kansas City, MO 64111. No extensions permitted.

I hereby certify that our teacher HAS BEEN or WILL BE (circle one) notified that they are the first place state winner in their grade level on the following date _____
REMEMBER: National Headquarters will contact your winner and Department Adjutant if he/she is selected as the National Winner.

Signature of Dept. Commander/Chairman _____ Phone () _____

Address/PO Box (City, State, Zip) _____

Note: Be sure this form is entirely completed before sending to National Headquarters with your state winner's original nomination form, essay, one page resume, up to five pages of documentation and a good quality head and shoulders photograph no low grade computer printouts). Remember this form is due back to VFW National Headquarters Citizenship Education Department by January 15th. 2014.